



RECERTIFICATION AUDITS ADR REGISTER

Document: ADR.AD.050.INT RECERTIFICATION AUDIT
ASSOCIATE TO FULL LEVEL V1-PILOT

GENERAL PROVISIONS

The following applies to document ADR.AD.050.INT (Recertification audit associate to full):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.001.INT Rules for audits
3. **Document ADR.AD.001.INT Admission audit document requirements (*)**

The aforementioned documents are published on our websites and are hereby designated as a repeat and insert.

(*)

!! Consult this document !!

In this document: the complete description and all qualification requirements (allowed evidence) with regard to the documents to be supplied by you.

DOCUMENT TYPE

- Yes = required document
- N.A. = not applicable
- Optional = optional document
- Notification = You will receive a notification with regards to required documents

DOCUMENT FORWARDING

- Documents can not be uploaded.
- Documents can only be forwarded via email info@adr-register.com or WeTransfer.

EXTENSION OF YOUR CERTIFICATION | ADD A SCOPE

Documents delivered for an other main/subscope do not have to be submitted again.
You only submit documents that have not been submitted before.

UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for an associate level do not have to be submitted again.
You only submit documents that have not been submitted before.

AN INCOMPLETE ADMISSION FILE EQUALS NO REGISTRATION/CERTIFICATION

The registration/certification is granted as soon as the admission file is complete.

COMPULSORY: PERSONAL PROFILE

A personal profile is compulsory.

OPTIONAL: COMPANY PROFILE

A company profile is optional and associated with company certification.



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| | Levels of Certification ► | Full IF |
|--------------------|---|--------------------------------------|
| | DESCRIPTION ▼ | Upgrade from associate to full level |
| Part | Certification Scheme | |
| Scheme | ADR international conflictnavigator® | |
| Norm | GNG-ADR-IMI | |
| Main scope | Applicable for all main scopes (ARB-CC-MED-NEG) | |
| Subscope | Not applicable | |
| Subtype | Not applicable | |
| | PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE) | |
| Document | Identification | |
| PF.002 | Registration form subsopes, subtypes, specialisms | Optional |
| Document | Background | |
| PF.012 | 2x reference letters by clients | Yes |
| Document | Professional Competencies | |
| PF.022 | Completed qualifying specialization training (f.i.: family mediation) | Optional |
| PF.024 | Only applicable for main scope mediator: completed skills audit | Yes |
| Document | Experience | |
| PF.030 | Curriculum vitae | Yes |
| PF.031 (*) (**) | Own statement of experience: Requirements on minimum period | Yes |
| PF.032 (*) (**) | Own statement of experience: Requirements on minimum number client assignments | Yes |
| Document | Liabilities | |
| PF.040 | Public Indemnity Insurance | Yes |
| Document | Process/Procedures | |
| PF.051 | Mentor statement related to document PF.024 | Optional |
| PF.052 | CPD evidence: requirements on minimum CPD points | Yes |
| Other | Further documents at the discretion of ADR Register | Notification |
| | COMPANY PROFILE (COMPANY ADMISSION FILE) | |
| Document | Company/Organisations | |
| CF.001 | Online Notification Form | Optional |
| CF.002 | Proof of official Company registration | Optional |
| CF.003 | Proces/Procedure audit(s) (=company certification) | Optional |

(*) Experience can also be measured against number of hours and/or turnover.

Check the document ADR.AD.001.INT (Admission audit document requirements) for replacement criteria in turnover or hours.

(**) Combined evidence allowed